

**Follow Up “Meeting Plan” for May 20, 2014 webinar:  
Maine Music Educators Roundtable  
Maine Arts Assessment Initiative**

For access to the Maine Arts Assessment Initiative wiki, click <http://maineartsassessment.pbworks.com>.

In 2014 there is a series of free webinars which address key topics identified by the Maine Arts Assessment Initiative. These webinars have an accompanying “meeting plan” such as this one, which all educators can use or adapt to facilitate faculty meetings, conversations or study groups looking at quality arts education instructional practices.

**Meeting Plan - 2 Hours  
Music Educator Roundtable**

The purpose of this staff meeting is to:

- 1) Facilitate deeper discussions for PK-12 Music Educators
- 2) Identify issues confronting School District music teachers
- 3) Brainstorm solutions to existing concerns

**Materials/Roles Needed:**

- Facilitator and Whole Group Reporter
- Chart paper, markers, highlighters and paper, computer/LCD projector or Smart Board
- Computer link to webinar archive
- Maine Learning Results with Guiding Principles

**Set-up: Whole group, then smaller groups, then Whole group**

**Whole Group participation: listening to the webinar archive: 60 min.**

Participants should be taking notes along the way, noting in particular topics or comments that resonate with them. Broad, general ideas as well as any specific ideas should be noted for referencing after the conclusion of the webinar.

**Whole Group Discussion: 40 min.**

At this time, open up the room for comments and feedback. On large paper or a large screen, record what participants wrote down for themselves. Separate these items into larger “umbrella” topics. As a large group discuss each one. What is in place in your school district that makes these topics jump out? The facilitator should take notes of the discussion, with an emphasis placed on common threads/common viewpoints within the discussion.

**Whole Group Next Steps: 15 min.**

Identify between 1 and 3 concerns that the group would like to identify as priorities moving forward. Brainstorm possible long term next steps.

**Wrap Up: 5 min.**

Determine immediate next steps for moving the discussion into an action plan(s).

### **Suggestion for Future Meetings:**

- Register for upcoming webinars with colleagues or view archived webinars and utilize the meeting plans created for those webinars.

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